



HIGH PERFORMANCE

## **Elite Selection Commission**

### **Terms of Reference 2018**

#### **1. Delegation of Authority**

1.1. The Elite Selection Commission (“the Commission”) is constituted by the Tri NZ Board (“the Board”) with full power to consider and select athletes for all Elite and/or High Performance Teams and/or Squads (“the Teams”) that represent New Zealand in triathlon, duathlon, aquathlon and other disciplines governed by the ITU, and other duties as may be delegated to it by the Board from time to time.

1.2. The primary responsibility of the Commission is to ensure due process is followed at all times, in accordance with TriNZ’s relevant selection policies and / or criteria and these Terms of Reference.

1.3. For clarity:

1.3.1. The Teams include, but are not limited to, Olympic and Commonwealth Games, World Championships, Elite, U23, U19 and Youth Teams, and Squads and other High Performance Squads.

1.3.2. Age Group Teams are not selected by the Elite Selection Commission.

1.3.3 In the case of selection to the Olympic or Commonwealth Games Teams, such delegation is in respect of nomination rather than selection without materially affecting the Commission or these Terms of Reference.

#### **2. 1.4. Appointment and Membership**

2.1. Members will be appointed to the Commission by the Board following an appointments process conducted by the CEO of TriNZ, one member of the TriNZ Board and up to two other independent persons appointed by the Board (who shall not be employees of, or contract services to TriNZ).

2.2 The Commission shall comprise up to five members but no less than four, including an independent Chair.

- 2.3. Appointment to the Commission is generally for a period of four years. No member may be a member of the Commission for longer than eight (8) years.
- 2.4 The person appointed as Chair is expected to possess skills in leadership, governance, upholding principles, evidence-based decision making, and communication. It is intended that the Chair will not have specific triathlon expertise or relationships within the triathlon community.
- 2.4. The independent members are appointed on the basis of knowledge and understanding of current ITU elite triathlon, triathletes and performance trends, and/ or experience and/or appreciation of sports governing bodies and a capability to up-hold the principles set out in these terms of reference.
- 2.5. To provide the highest calibre of Commission members, the Board of TriNZ will appoint the Chair and members to the Commission after a process of recruitment involving national promotion of the existence of vacancies on the Commission and will undertake a process of interviewing candidates. It is expected that the Board would usually consult with the Independent Chair regarding the other independent members.
- 2.7. The Board has the discretion to remove a member from the Commission at any time for breaching these Terms of Reference or if it believes that the member is acting or has not acted in the best interests of the sport or has breached TriNZ's code of conduct.

### **3. Guiding Principles**

- 3.1. The Commission upholds the following Guiding Principles of selection:
- Openness
  - Fairness
  - Consistency
  - Transparency
  - Evidence-based
  - Accuracy
  - Rigorous
  - World-class performance-focused
  - Communicative

3.2. In addition, the Chair will establish Operating Principles for members, ordinarily consistent with other Tri NZ Commissions and/or Advisory Groups.

3.3. And the Commission will not bring Tri NZ into disrepute in any way.

#### **4. Functions**

4.1. The Commission will be consulted and have an opportunity to provide feedback on selection policies for the selection of the Teams prior to the Board adopting the policies.

4.2. The Commission applies selection policies for the overall benefit of Tri NZ.

4.2.1. Tri NZ will ensure the Commission has all relevant information, as is required to make selection decisions in accordance with the relevant policy or policies.

4.2.2. Prior to decision making, the Commission will receive expert recommendations from Tri NZ for consideration.

4.2.3. The Commission will receive guidance from the Board and/or the CEO on any specific processes it should follow, including the format of documentation and reporting of its decisions.

4.2.4. Decisions of the Commission are final under the authority delegated to it in Clause 1, excepting that for Olympic and Commonwealth Games the

Board will formally review Commission processes (not nominations per se) and approve prior to the Board nominating to the NZOC for selection. If the Board does not endorse the process that has been followed by the Board the decision will be handed back to the Commission for reconsideration and no nomination shall be made until the process is approved;

4.2.5. Through the Chair, the Commission will document its processes and decisions to the Board for ratification, including supporting evidence.

4.3. The Commission is not responsible for hearing appeals of decisions regarding selection or non-selection.

#### **5. Operations**

- 5.1. All Commission members must contribute to all decisions. Decisions of the Commission will be decided by majority vote. If there is a tie the Chair has the casting vote;
- 5.3. The Commission may convene face to face meetings or will otherwise communicate by email or teleconference as deemed necessary and appropriate by the Chair.
- 5.4. The Chair has overall responsibility for the Commission's processes and performance. Specific responsibilities include:
  - 5.4.1. Ensure the Commission stays within its Terms of Reference, including the Guiding Principles;
  - 5.4.2. Leading meetings and teleconferences to ensure meeting outcomes are achieved;
  - 5.4.3. Ensure appropriate documentation, reporting and communication of all Commission interactions, processes, agreed actions and decisions, including meeting minutes;
  - 5.4.4. Keeping the Chair of the Board apprised of Commission business;
  - 5.4.5. Hold commission members accountable for performance against these Terms of Reference.
- 5.5. If, at any time a member of the Commission believes they have a conflict of interest in carrying out their duties, they will immediately declare such a conflict to the Chair. If necessary the Tri NZ CEO, in conjunction with the Selection Commission Chair, will determine the appropriate course of action in the circumstances which may require the member to abstain from the particular selection decision. All notifications of possible conflict of interest and agreed actions must be recorded in writing, either in meeting minutes or in an email or letter from the affected member to the Commission Chair (or in the case of the Chair , the CEO).
- 5.6. The Commission does not have the authority to incur any expenditure or liability on behalf of Tri NZ without the CEO.

- 5.7. Members of the Commission will not speak publicly, in any media or with any stakeholders on behalf of Tri NZ or the High Performance Programme or themselves on any selection related issues. In the event that comment is required, the appropriate person and message will be agreed between the Chair, the CEO and the Chair of the Board of TriNZ.